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18 May 1960

MEMORANDUM FOR: Registrar, OTR

SUBJECT : Dependents Training and Orientation

REFERENCES : A. [REDACTED] 17 Feb 58
B. [REDACTED] 10 Mar 60
C. [REDACTED] 4 Jan 60

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1. This memorandum provides supplementary, internal OTR policy guidance with respect to criteria for registration of Agency dependents in Office of Training training and orientation courses. Established operating procedures for course registration continue to apply.

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2. Orientation Courses.

a. Dependents Briefing: For adult dependents of Agency staff employees going abroad, pursuant to [REDACTED] and [REDACTED] Registration procedures are prescribed in paragraph 2.b. (1) of [REDACTED]

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b. Americans Abroad Orientation courses: For adult dependents of Agency staff employees going overseas, and for their dependent children aged 16 and over, with permission of the course instructor and if endorsed by the sponsoring employee's Component. Registration procedures are set forth in paragraph 2.b. (2) of [REDACTED]

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c. Introduction to Overseas Effectiveness: This course is not open to dependents; however, trainees are encouraged to discuss unclassified subject matter with their spouses and certain unclassified reading materials are made available on short loan.

d. IOTP/Wives Briefing: For wives of new Junior Officer Trainees who are entering on duty for the first time; arranged

JOE NO. 21-06-365A
IN CLASS/ DECLASSIFIED/ CHANGED TO: [REDACTED]
NEXT REV DATE: 09 DEC 2001
NO. PGS: 5
REV CLASS: 1
REV COORD: [REDACTED]
AUTH: HR 713
DOC NO. 3
FILE NO. 1
NO. OF PAGES: 1
TYPE: DOC. 02
DATE: 18 MAY 1960
CLASS: S
ORG COMP: II
ORG CLASS: S

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and conducted by the Orientation
and Security Officer
by
and conducted by Chief, Junior Officer Training Program, as an
integral part of EOD-processing of new JOT's.

3. Training Courses (registration by OTR Registrar or through
Covert Training Branch, as appropriate)

a. Language Training: May be afforded to adult dependents
(usually wives) of staff employees or staff agents who are going
overseas of who have been designated for overseas assignment. (?)
Language training for an adult dependent should be endorsed by
the sponsor's Component as being of demonstrable value to the
Agency in terms of enhanced overseas effectiveness.

b. Professional Training: While there is no general program
for providing professional or clerical training to Agency depend-
ents to prepare them for contract employment overseas, such
training may be requested and may be provided on an individual
basis by enrollment in regular training courses or on a covert
training basis, within current OTR capabilities. Adult depend-
ents to be so trained will have appropriate Security approval as
well as Component sponsorship.

4. OTR will endeavor to provide appropriate orientation and/or
training, consistent with the foregoing and upon request by an Agency
Component, to adult dependents of Headquarters-contract employees
and technical representatives going overseas for service with Agency
stations and bases.

SIGNED

MATTHEW BAIRD
Director of Training

cc: C/IS
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Reference A